

Catergory	Cost Saving Idea	Feasibility	Status
B&G	Tanker load purchasing of district gasoline	N	NA
B&G	Turn off outside lighting at night	N	Security
B&G	Evaluate cogeneration systems	N	NA
STAFF	Evaluate early retirement incentive	N	
STAFF	Staff study halls with support personnel rather than teachers	N	
TRANSPORTATION	Bus drivers reclassified from full-to part-time employees	N	NA
TRANSPORTATION	Bus replacement provision based on mileage, not age	N	NA
TRANSPORTATION	Have you eliminated weekend busing?	N	NA
TRANSPORTATION	Convert buses to natural gas	N	Future
STUDENT	Do you need to buy workbooks – see if you can buy the master and only print (in house) the workbook sections that teachers say they use	N	
STUDENT	Share vocational education	N	
STUDENT	In-house laundry	N	
STUDENT	Charter high school countywide for alternative education services now covered by out-of-district ES placements	N	

Category	Cost Saving Idea	Feasibility	Status
B&G	Consolidate RES & SGES	Y	Done
B&G	Consolidate SES & AVES	Y	Done
B&G	Consolidate SSELG & WAEC	Y	Done
BUSINESS	Reduce public copies for board meetings	Y	Done
BUSINESS	Document sharing	Y	Done
BUSINESS	Review necessity of multiple part forms	Y	Done
BUSINESS	Use bulk rate whenever possible	Y	Done
FOOD	Use commodity foods	Y	Done
FOOD	Evaluation use of disposable silverware / trays	Y	Done
OTHER	Hire grant writer	Y	Done
STAFF	Hire custodial supervisor	Y	Done
STAFF	Schedule custodial coverage to allow evening and weekend coverage	Y	Done
STAFF	Use custodial teams for cleaning in the evening and summer	Y	Done
STAFF	Outsource substitutes	Y	Done
STAFF	Eliminate library secretaries	Y	Done
STUDENT	Eliminate on-the-road portion of drivers education	Y	Done
STUDENT	Transfer operation of special education classes from IU to district	Y	Done
STUDENT	Implement IEP software	Y	Done
STUDENT	Adopt new textbooks less frequently	Y	Done
STUDENT	Increase length of time before uniforms are replaced	Y	Done
STUDENT	Volunteers work gates at athletic events	Y	Done
STUDENT	Student extracurricular programs are self-supporting; Student extracurricular organizations pay for chaperones, postage, etc.	Y	Done
STUDENT	Evaluate value of having summer school on-site	Y	Done
STUDENT	Discontinue providing athletic equipment that participants normally own	Y	Done
STUDENT	Athletic boosters pay sports insurance, use of facilities, etc.	Y	Done
STUDENT	Have you considered a Pay-to-Participate program?	Y	Done
STUDENT	Have you reduced sports seasons to save on busing costs?	Y	Done
TECH	Elimination of desktop printers	Y	Done
TRANSPORTATION	Purchase tax exempt fuel for contractors to reduce contract	Y	Done
TRANSPORTATION	Compare special education transportation rates through IU	Y	Done
TRANSPORTATION	Use school buses as opposed to coach buses for away events	Y	Done

3/27/15

Done

TRANSPORTATION	Establish policy limiting changes to bus schedules	Y	Done
TRANSPORTATION	Eliminate late bus runs	Y	Done
TRANSPORTATION	Attend school where you live	Y	Done

Category	Cost Saving Idea	Feasibility	Status
B&G	Revisit waste removal contract	Y	Ongoing
B&G	Electric conservation	Y	Ongoing
B&G	Purchase energy from consortia	Y	Ongoing
B&G	Qualify for and file for Energy Star status	Y	Ongoing
B&G	Turn off parking lot lights and, if possible, switch to LED fixtures	Y	Ongoing
B&G	Monitor power usage to determine power peaks and adjust equipment operation to	Y	Ongoing
B&G	Lighting replacement	Y	Ongoing
B&G	Limit electrical demand component of electrical bills	Y	Ongoing
B&G	Natural gas rates - shop until you drop	Y	Ongoing
B&G	Temperature setbacks-30 minutes before/after school	Y	Ongoing
B&G	Energy management system-daily monitoring of use	Y	Ongoing
B&G	Energy audits	Y	Ongoing
B&G	Use regular gasoline for district vehicles	Y	Ongoing
B&G	Reduce fresh air ventilation after school hours	Y	Ongoing
B&G	Increase energy awareness	Y	Ongoing
B&G	Separate lighting circuits to take advantage of natural light	Y	Ongoing
B&G	Custodians light and heat only working areas after hours	Y	Ongoing
B&G	Replace incandescent lights with fluorescent lights	Y	Ongoing
B&G	Reduce corridor lighting	Y	Ongoing
B&G	Install hot water heaters near use	Y	Ongoing
B&G	Preventative maintenance to prolong equipment life	Y	Ongoing
B&G	Repair leaking hot water faucets	Y	Ongoing
B&G	Check refrigerator and freezer gaskets	Y	Ongoing
B&G	Collect all direct costs when outside groups use schools	Y	Ongoing
B&G	Electrical demand limiting by employee training	Y	Ongoing
B&G	Timers for lighting, fans, motors, etc	Y	Ongoing

B&G	Motion sensors control lights	Y	Ongoing
B&G	Maintain equipment and facilities	Y	Ongoing
B&G	Perform as many maintenance and repair duties as possible with in-house personnel	Y	Ongoing
B&G	Analyze facility utilization	Y	Ongoing
B&G	Preventative maintenance program, computerized	Y	Ongoing
B&G	Work order request system	Y	Ongoing
B&G	Joint occupancy of schools and evening/weekend community use	Y	Ongoing
B&G	Sell unneeded schools/property	Y	Ongoing
B&G	Long-range master plan for district facilities	Y	Ongoing
B&G	Accurate enrollment projections, by building, by program	Y	Ongoing
B&G	Design buildings with efficient ratio of gross to net square footage	Y	Ongoing
B&G	Upzone school property for future resale	Y	Ongoing
B&G	Maintain educational specifications to guide all improvements	Y	Ongoing
B&G	Life cycle costing of building fixtures, finishes	Y	Ongoing
B&G	Establish cleaning/maintenance standards	Y	Ongoing
B&G	Invest in labor saving maintenance/custodial tools	Y	Ongoing
B&G	Train district staff to service HVAC equipment	Y	Ongoing
B&G	Recycle to reduce waste disposal costs	Y	Ongoing
B&G	Maximize school construction reimbursement	Y	Ongoing
B&G	Automated preventative maintenance	Y	Ongoing
B&G	Compare painting costs of contracted services vs. district employees	Y	Ongoing
B&G	Share maintenance equipment-scrubbers, vacuums, etc.	Y	Ongoing
B&G	Evaluate snow removal services	Y	Ongoing
BUSINESS	Institute early payments when discounts offered	Y	Ongoing
BUSINESS	Consolidate bid advertising	Y	Ongoing
BUSINESS	Further evaluate cooperative bidding	Y	Ongoing
BUSINESS	Evaluate copier cost	Y	Ongoing

BUSINESS	Bid rather than use state contract pricing	Y	Ongoing
BUSINESS	Award supplies bid on a per item basis, not single vendor takes all	Y	Ongoing
BUSINESS	Central warehouse and inventory system	Y	Ongoing
BUSINESS	Internet purchasing	Y	Ongoing
BUSINESS	Combine purchase orders to a vendor to reduce shipping costs	Y	Ongoing
BUSINESS	Have you established just-in-time supplier relationships?	Y	Ongoing
BUSINESS	Site-based budgeting promotes cost consciousness, allows allocation	Y	Ongoing
BUSINESS	Review IU services to determine if they may be provided at a savings by the district	Y	Ongoing
BUSINESS	Evaluate tax collection	Y	Ongoing
BUSINESS	Where applicable, for capital expenditures, have lease/purchase options been considered	Y	Ongoing
BUSINESS	Have you evaluated contracting out select functions/services?	Y	Ongoing
BUSINESS	Evaluate copier usage/cost	Y	Ongoing
BUSINESS	Reduce/combine mailings	Y	Ongoing
BUSINESS	Evaluate audit services	Y	Ongoing
BUSINESS	Default duplex copying	Y	Ongoing
BUSINESS	Reduce paper usage: online processing, purchase orders, electronic archiving, etc.	Y	Ongoing
BUSINESS	Review necessity of reports	Y	Ongoing
BUSINESS	Explore refinancing of outstanding bonds	Y	Ongoing
BUSINESS	Finance construction with long-term note rather than bonds with higher costs of issuance	Y	Ongoing
BUSINESS	Ensure all vendor payments are net of sales tax	Y	Ongoing
BUSINESS	Ensure all vendor payments are made timely to avoid late payment charges	Y	Ongoing
BUSINESS	Negotiate payment term discounts	Y	Ongoing
BUSINESS	Establish fiscal impact analysis procedures for all proposed programs	Y	Ongoing
BUSINESS	Collaborate with neighboring districts (i.e., shared services)	Y	Ongoing
BUSINESS	Analyze postage costs	Y	Ongoing
BUSINESS	Email attachments to reduce postage	Y	Ongoing
FOOD	Explore energy efficiency in the kitchen	Y	Ongoing

FOOD	Bid all food equipment and supplies	Y	Ongoing
FOOD	Review staff/substitute needs	Y	Ongoing
OTHER	Cooperative use of equipment by departments	Y	Ongoing
OTHER	Labor saving office equipment-folders, stuffers, money counting, etc.	Y	Ongoing
OTHER	Evaluate how we conduct student hearings	Y	Ongoing
OTHER	Evaluate cause of legal issues	Y	Ongoing
OTHER	Explore partnerships	Y	Ongoing
OTHER	Evaluate deductible for property insurance	Y	Ongoing
OTHER	Evaluate lunch prices	Y	Ongoing
OTHER	Evaluate method of serving breakfast	Y	Ongoing
OTHER	Marketing/promotions to increase food sales	Y	Ongoing
OTHER	Goal of maximum participation in the National School Lunch Program	Y	Ongoing
OTHER	Add accessible vending machines for after-school events, students, adult ed use	Y	Ongoing
OTHER	Institute student parking fees	Y	Ongoing
STAFF	Monitor accuracy of district health benefits census data	Y	Ongoing
STAFF	Evaluate life insurance plan	Y	Ongoing
STAFF	Evaluate workers compensation program	Y	Ongoing
STAFF	Evaluate utilization of light duty for workers compensation cases	Y	Ongoing
STAFF	Analyze and address teacher absenteeism	Y	Ongoing
STAFF	Evaluate Flexible spending plan	Y	Ongoing
STAFF	Analyze accidents for patterns of place, cause, time of day, type	Y	Ongoing
STAFF	Increase employee share of insurance cost	Y	Ongoing
STAFF	Evaluate health insurance package	Y	Ongoing
STAFF	Evaluate wellness program	Y	Ongoing
STAFF	Evaluate benefits of a dental insurance consortium	Y	Ongoing
STAFF	Increase deductibles	Y	Ongoing
STAFF	Evaluate the value of unused sick days and personal days	Y	Ongoing

STAFF	Has a self-insurance plan for insurance programs been considered and implemented?	Y	Ongoing
STAFF	Have you reviewed/audited dependents on District benefit plans for allowability?	Y	Ongoing
STAFF	Have you performed a workload analysis?	Y	Ongoing
STAFF	Evaluate overtime	Y	Ongoing
STAFF	Evaluate staffing plan regularly	Y	Ongoing
STAFF	Maximize the terms and conditions of your present and future bargaining units'	Y	Ongoing
STAFF	Increase class sizes	Y	Ongoing
STAFF	Maximize teaching time / schedules	Y	Ongoing
STAFF	Evaluate all vacated positions - cut back through attrition	Y	Ongoing
STAFF	Evaluate job descriptions and essential job functions	Y	Ongoing
STAFF	Cross train employees	Y	Ongoing
STAFF	Analyze seasonal workloads of staff	Y	Ongoing
STAFF	Merge similar clerical duties	Y	Ongoing
STAFF	Eliminate unnecessary clerical tasks	Y	Ongoing
STAFF	Evaluate and establish controls for filling vacancies	Y	Ongoing
STAFF	Flexible job descriptions allow balancing of variable workloads	Y	Ongoing
STAFF	Annual performance evaluations for support staff	Y	Ongoing
STAFF	Evaluate payment of coverage	Y	Ongoing
STAFF	Evaluate the use of stipends vs. hourly pay	Y	Ongoing
STAFF	Evaluate use of interns	Y	Ongoing
STAFF	Caseload analysis-specialists, psychiatrists, speech therapists, nurses, etc	Y	Ongoing
STAFF	Reduce professional turnover	Y	Ongoing
STAFF	Review state regulations regarding staffing of regulated positions	Y	Ongoing
STAFF	Perform time studies of non-instructional positions	Y	Ongoing
STAFF	Have part-time and temporary personnel been utilized?	Y	Ongoing
STAFF	Has a comparative wage/salary/benefits analysis been conducted?	Y	Ongoing
STAFF	Have you increased student/teacher ratio?	Y	Ongoing

STAFF	Have you consolidated administrative tasks and assigned dual roles for building	Y	Ongoing
STAFF	Maximize use of community volunteers	Y	Ongoing
STAFF	Establish a training program for school board members	Y	Ongoing
STAFF	Maximize online meetings	Y	Ongoing
STAFF	Evaluate supplementals	Y	Ongoing
STAFF	Evaluate mileage	Y	Ongoing
STAFF	Reduce vacation days	Y	Ongoing
STAFF	Reduce employee hours	Y	Ongoing
STAFF	Evaluate tuition reimbursement	Y	Ongoing
STAFF	Increase use of medical assistant aides	Y	Ongoing
STUDENT	Low enrollment classes offered every other semester/year	Y	Ongoing
STUDENT	Combine fourth and fifth year foreign language classes	Y	Ongoing
STUDENT	Interlibrary loan program	Y	Ongoing
STUDENT	Market district virtual academy	Y	Ongoing
STUDENT	Explore virtual courses	Y	Ongoing
STUDENT	Evaluate sports with low participation	Y	Ongoing
STUDENT	Limit district paid field trips	Y	Ongoing
STUDENT	Offer fewer world language classes	Y	Ongoing
STUDENT	Interschool loan of instructional resources	Y	Ongoing
STUDENT	Evaluate mental/social services with district programs	Y	Ongoing
STUDENT	Share electronic courseware through consortium	Y	Ongoing
STUDENT	Control Special Education Costs	Y	Ongoing
STUDENT	Reduce expensive out-of-district special education placements by creating in-district classes if the students' IEPs permit that change	Y	Ongoing
STUDENT	Compare costs of providing itinerant support staff services (SLP, OT, PT, Psychologist, etc.) through IU to hiring locally.	Y	Ongoing
STUDENT	Assess out-of-district placements for special education	Y	Ongoing

STUDENT	Focus on prevention/support at elementary level	Y	Ongoing
STUDENT	Identify common high cost exceptionalities, offer joint service rather than high cost out-	Y	Ongoing
STUDENT	Monitor the residence of special education parents – in/out of district	Y	Ongoing
STUDENT	Have you maximized use of Web / CD textbooks/ on line classes?	Y	Ongoing
STUDENT	Parents provide transportation to sporting events	Y	Ongoing
TECH	Explore open source software	Y	Ongoing
TECH	Move away from textbooks towards lesson plans designed around Internet-available	Y	Ongoing
TECH	Thin-client computing	Y	Ongoing
TECH	Continually evaluate the current tech standard	Y	Ongoing
TECH	Rebid WAN/Internet services	Y	Ongoing
TECH	Remove fax machines / telephone lines	Y	Ongoing
TECH	Centralized administration, deployment of software and network	Y	Ongoing
TECH	Computer hardware standards to reduce maintenance cost	Y	Ongoing
TECH	Computer software standards to reduce maintenance cost	Y	Ongoing
TECH	Fully automate the attendance and truancy processes	Y	Ongoing
TECH	Purchase integrated software to avoid duplication of databases	Y	Ongoing
TECH	Automated dialer for parent notification, integrated with student software	Y	Ongoing
TECH	Automated attendant	Y	Ongoing
TECH	Evaluate long distance telephone service	Y	Ongoing
TECH	Evaluate cellular telephone service	Y	Ongoing
TECH	Reduce personal long distance calls	Y	Ongoing
TECH	Evaluate the necessity of some telephones	Y	Ongoing
TECH	Voice Over IP	Y	Ongoing
TECH	Has utilization of technology in administrative and instructional functions been	Y	Ongoing
TECH	Standardize hardware platforms, switches, networking equipment	Y	Ongoing
TECH	Evaluate leasing of computers and technology equipment	Y	Ongoing
TECH	Evaluate multiple year agreements for major software purchases (Citrix, SuccessMaker,	Y	Ongoing

TRANSPORTA	Coordinate nonpublic and homeless transportation with neighboring districts	Y	Ongoing
TRANSPORTA	Coordinate school calendars with non-publics / IU / TCCS	Y	Ongoing
TRANSPORTA	Increase reimbursement within 1.5 miles of schools	Y	Ongoing
TRANSPORTA	Use best available mapping and addressing data for computerized bus routing	Y	Ongoing
TRANSPORTA	Restructure bus routes to maximize efficiency and minimize costs	Y	Ongoing
TRANSPORTA	Widen transportation windows	Y	Ongoing
TRANSPORTA	Eliminate district field trips & activities that require busing	Y	Ongoing
TRANSPORTA	Has non-essential transportation been eliminated?	Y	Ongoing
TRANSPORTA	Has a transportation – bus capacity utilization analysis been conducted?	Y	Ongoing
TRANSPORTA	Review van use	Y	Ongoing

Category	Cost Saving Idea	Feasibility	Status
B&G	Lights Out Fridays	Y	Future
B&G	Work four 10 hour days in summer, shutdown air conditioning	Y	Future
B&G	Extend Christmas vacation one week	Y	Future
B&G	Start school later in winter (after 10AM)	Y	Future
B&G	Fire art kilns at times other than peak demand periods with full loads	Y	Future
B&G	Explore oil and gas production on district property	Y	Future
BUSINESS	Evaluate value of procurement card rebates	Y	Future
BUSINESS	Electronic vendor payments	Y	Future
BUSINESS	Reduce inbound shipping costs	Y	Future
BUSINESS	Evaluate banking services and charges	Y	Future
BUSINESS	Evaluate compensation rate for real estate tax collection	Y	Future
BUSINESS	Mandatory direct deposit, grandfather existing employees	Y	Future
BUSINESS	Increase computer automation of payroll process	Y	Future
FOOD	Cost savings on instructional food purchases	Y	Future
FOOD	Review providing food services to outside organizations	Y	Future
OTHER	Solicit equipment donations	Y	Future
OTHER	4-day school week	Y	Future
OTHER	Review policies and procedures for advertising	Y	Future
OTHER	Institute student supply fees / provide their own supplies	Y	Future
STAFF	Mandatory direct deposit for employee payments	Y	Future
STAFF	Paperless payroll and paychecks	Y	Future
STAFF	Payment in-lieu of benefits option for employees with coverage under another plan	Y	Future
STAFF	Reduce benefits eligibility for part-time employees	Y	Future
STAFF	Increase premium share for dependants	Y	Future
STAFF	Post-retirement healthcare benefit eligibility, more years service required	Y	Future
STAFF	Explore benefits of wellness plans	Y	Future
STAFF	Establish employee incentive programs	Y	Future
STAFF	All teachers hired at entry level salary	Y	Future
STAFF	Evaluate outsourcing in support areas	Y	Future
STAFF	Performance compensation, administrative staff	Y	Future
STAFF	Staffing based on mid-year rather than first of year enrollment	Y	Future

STAFF	Job sharing/partnership teaching	Y	Future
STAFF	Establish multi-tier wage/salary/benefits plans (to reduce wage/salary levels for future hires)	Y	Future
STAFF	Considered creative compensation plans – linking wage/salary adjustments to revenue levels	Y	Future
STAFF	Provide comprehensive training for non-instructional staff	Y	Future
STAFF	Evaluate use of dean of students	Y	Future
STUDENT	Online professional development	Y	Future
STUDENT	Can you reduce or reconfigure electives?	Y	Future
STUDENT	Early intervention programs to reduce costs over long term	Y	Future
STUDENT	Annual Share Fair of teacher supplies - spring cleaning and exchange	Y	Future
STUDENT	Financial analysis of benefits of early intervention	Y	Future
STUDENT	Textbook inventory system to track distribution and collect lost book fees	Y	Future
STUDENT	District-level band and chorus	Y	Future
STUDENT	District-level athletics	Y	Future
STUDENT	Limit free admission passes to individuals performing required or voluntary function	Y	Future
STUDENT	Online high school course selection	Y	Future
STUDENT	Evaluate libraries	Y	Future
STUDENT	Explore lease of band uniforms	Y	Future
STUDENT	Explore lease of instruments	Y	Future
STUDENT	Implement half day kindergarten	Y	Future
TECH	Explore cloud printing	Y	Future
TECH	Train students to provide simple tech support	Y	Future
TECH	Capital leasing for technology equipment (data center)	Y	Future
TECH	Outline data retention policy consistent with data storage costs	Y	Future
TRANSPORTATION	Tiered transportation routes	Y	Future
TRANSPORTATION	Consolidate transportation contracts through bidding	Y	Future
TRANSPORTATION	Review bus schedules to accommodate school breakfast program	Y	Future
TRANSPORTATION	Reduce afternoon runs based on fewer students than morning runs	Y	Future
TRANSPORTATION	Transportation contracts paid at state formula vs. current contract	Y	Future
TRANSPORTATION	Eliminate non-public when their calendar conflicts with districts	Y	Future
TRANSPORTATION	Analyze district vs. contracted operated costs on route by route basis	Y	Future

TRANSPORTATION	Evaluate negotiated vs. locked in fuel prices	Y	Future
TRANSPORTATION	Evaluate efficiency of having district owned vehicles for small groups of students	Y	Future
TRANSPORTATION	Convert buses to propane	Y	Future
TRANSPORTATION	Require contractor to purchase hybrid buses	Y	Future
TRANSPORTATION	Have an adult ride a regular bus as opposed to adding a van	Y	Future
STUDENT	Do you need to buy textbooks - have teachers design lessons around web based material	Y/N	Future
OTHER	Establish "Adopt a School" program for business	Y	Future
OTHER	Alumni donations	Y	Future
OTHER	Create public wish list to solicit community donations	Y	Future
OTHER	Corporate sponsorship of field trips	Y	Future
OTHER	Establish Educational Foundation	Y	Future